

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Forms

as requisitioned from the U.S. Government Printing Office (GPO) by the

Various Government Departments and Agencies

Multiple Award in each of Two Categories

The term of this contract is for the period

Beginning May 1, 2009 and ending April 30, 2010

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on April 7, 2009.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop PPSB, 36 H Street, NW, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of FPO Contract Terms, GPO Publication 310.2 as revised June 2001.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

For information of a technical nature, call Josephine Gilmartin-Savage (202) 512-0455 (No collect calls). Fax number (202) 512-1548. E-mail jsavage @ gpo.gov.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002).

DISPUTES; GPO Publication 310.s, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaces with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Levels III and IV.
- (b) Finishing (item related) Attributes -- Levels III and IV.
- (c) Exceptions: Margins must be maintained within +/- 1/16" of the standard.

Before contractors can be offered Level III work, they must be certified by the Contracting Officer. Contact Quality Assurance (202) 512-0542. NOTE: Unless otherwise noted on the print order, the product's quality level will be level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Film/Camera Copy/Average type dimension in publication
P-9. Solid and Screen Tint Color Match	Pantone Matching System

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of April 2009, will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.

4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for all line items in Item II. "PAPER" of the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from May 1, 2009, and ending April 30, 2010. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

QUANTITIES: This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract, except when the shipping/delivery schedule cannot be met.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of face and back or face only forms requiring such operations as film making, electronic prepress, printing in one or two colors of ink, binding, proofing, packing, and distribution.

TITLE: Forms.

QUANTITY: Procurement under this solicitation will be divided into two categories as follows:

Category 1 -- Quantities up to and including 49,999 copies.

Category 2 -- Quantities of 50,000 or more copies.

QUANTITY VARIATION ALLOWED: Unless otherwise specified on the print order, plus or minus 1% variation will be allowed for each order, not to exceed 25,000 forms. Shipping instructions for any overs will be indicated with each print order.

FREQUENCY OF ORDERS:

It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract. However, based on past performance, it is anticipated that the total number of orders in each category will be as follows:

Category 1 -- Quantities up to and including 49,999 copies: Approximately 300 orders.

Category 2 -- Quantities of 50,000 or more: Approximately 125 orders.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A": Up to and including 3-1/2 x 5-1/2". (Approximately 5% of the total orders.)

Format "B": Any trim size over 3-1/2 x 5-1/2" up to and including 3-2/3 x 8-1/2". (Approximately 3% of the total orders.)

Format "C": Any trim size over 3-2/3 x 8-1/2" up to and including 5-1/2 x 8-1/2". (Approximately 16% of the total orders.)

Format "D": Any trim size over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11". (Approximately 46% of the total orders.)

Format "E": Any trim size over 8-1/2 x 11" up to and including 8-1/2 x 14". (Approximately 4% of the total orders.)

Format "F": Any trim size over 8-1/2 x 14" up to and including 11 x 17". (Approximately 13% of the total orders.)

Format "G": Any trim size over 8-1/2 x 17" up to and including 8-1/2 x 22". (Approximately 10% of the total orders.)

Format "H": Any trim size over 8-1/2 x 22" up to and including 8-1/2 x 33". (Approximately 1% of the total orders.)

Format "I": Any trim size over 11 x 17" up to and including 11 x 25-1/2". (Approximately 2% of the total orders.)

GOVERNMENT TO FURNISH: Film negatives and/or positives. Camera copy consisting of line art, reprint copy, and repro proofs, to be reproduced at various focuses.

Electronic Media:

Platform: Macintosh system 9.0 or later, or Microsoft Windows 95, 98, 2000, NT, ME, or XP operating system.

Storage Media: CD-R, 3-1/2" disks, or cartridges (Iomega Zip up to 250mb,) for electronic output of reproduction medium.

Software: Programs used on the Macintosh platform will be Adobe Illustrator, PageMaker and Photoshop, QuarkXPress, Macromedia Freehand, and Adobe Acrobat. Programs used with the Windows platform will be Adobe Illustrator, PageMaker and Photoshop, Macromedia Freehand, and Adobe Acrobat. Files will be furnished in native application, PostScript, format or PDF format.

Note: Current or near current versions of the above mentioned programs will be furnished.

Fonts: All printer and screen fonts will be furnished /embedded. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

A visual of the furnished electronic file will be provided.

GPO Form 952 (Desktop Publishing - Disk Information).

Distribution List(s).

Preaddressed, gummed, ungummed and pressure sensitive labels. Labels are Zip code sorted.

Preaddressed and unaddressed, Postage and Fees Paid, pressure sensitive, 5 x 3" labels.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, film or electronic media, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The Government will make all major revisions to the electronic files. When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making revisions, the contractor must request authorization from the Contracting Officer for any System Timework charges the contractor deems necessary for making required revisions. Prior to making revisions, the contractor shall copy the furnished file(s) and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

Occasionally, the contractor will be required to create screen/flattone areas to match the percentages indicated on the camera copy or print order.

FILM:

When required, the contractor must make all films as necessary. Films must be opaqued on the non-emulsion side.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image. Films must have a minimum 1/2" working margin on all (4) sides of the image.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

PROOFS:

Composite Dylux, or similar proofs. At contractor's option, digital color content proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

For proofs other than digital, the contractor is cautioned that these proofs must be made from the final films (used for this printing) that are to be delivered to the Government.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 1, 2008, unless otherwise noted.

A copy of the "Government Paper Specification Standards" is available at:

http://www.gpo.gov/acquisition/paperspecs_vol12.htm.

The paper to be used will be indicated on each print order.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his/her opinion, materially differs from that of the color sample(s).

White, Buff, Pink, Salmon, Blue, Yellow, and Green Writing, basis weight: 16 or 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White Bond, basis weight: 20 lbs. per 500 sheets, 25 x 38", equal to JCP Code G10.

White 25% Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G40. NOTE: No foreign Watermarks accepted.

White and Colored Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

White, Buff, Pink, Salmon, Blue, Yellow, and Green Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White, Buff, Pink, Salmon, Blue, Yellow, and Green Ledger, basis weight: 24, 32, or 44 lbs. per 500 sheets, 17 x 22", equal to JCP Code J10. (Note: At contractor's option, Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2" equal to JCP code K10 may be substituted for 44-lb. Ledger.)

White U.S. Postal Card, basis weight: 89 lbs. per 500 sheets, 22-1/2 x 28-1/2", equal to JCP Code Q60 (Government Paper Specifications Standards No. 11, February 1, 1999) or, at contractor's option, a good grade of White Tag, basis weight: 125 lbs. per 500 sheets, 24 x 36".

White Offset Book, basis weight: 50 or 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING: Print face only or face and back, head-to-head, head-to-foot, or head-to-side. Approximately 52% of the orders will print one side only.

NOTE: GPO imprint lines are not to be printed on letterhead forms.

Approximately 72% of the orders print in black ink; 21% print in a single color other than black; and, 7% print in two ink colors. Match Pantone number as indicated on the print order.

The forms printed under these specifications may be used singly or in multiples of two or more forms. Therefore, the contractor must exercise every precaution to insure that all forms printed on any one order will align accurately when used in conjunction with each other.

MARGINS: Margins will be as indicated on the print order or furnished copy/electronic files.

BINDING: Bind as indicated on the print order. Various binding operations may be ordered as follows:

Trim four-sides.

Collating: An occasional order may require gathering forms into sets, with or without one or two wire stitches (maximum of 10 leaves).

Padding: Approximately 2% of the orders will pad in units of 25, 50, 100, 150, or as specified. Gum and crash or any suitable padding compound may be used. Backboards must be 0.020" chipboard, newsboard, or equal.

Drilling: Approximately 6% of the orders will drill up to ten round holes 1/4" to 1/2" in diameter or as specified.

Folding: Approximately 23% of the orders will require folding. Up to four folds may be ordered on a single print order.

Perforating or Scoring: Approximately 5% of the orders will require one or more perforations or scores.

Tabs: Approximately 1% of the orders will require sealing with 1 or 2 tab type seals (Seal-O-Matic or similar) to meet mailing regulations.

PACKING:

Banding: Banding will be for standard stuffers only. Band in accordance with Attachment C and in the quantity indicated on the print order.

Shrink-film wrapping: Wrap packages in quantities as indicated on the print order.

Individual orders may require cushioned shipping bags, packing and sealing shipping containers and palletizing. The method of packing will be indicated on the specifications for each individual job and must be accomplished in accordance with specifications.

NOTE: A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used.

Pallets will be required on all bulk shipments in shipping containers, when the containers fill two layers or more on the pallet. Superintendent of Documents (Depository, File, Sales, and Consigned) copies are considered individual shipments and must not be mixed on a pallet.

All pallets to IRS distribution centers must have a single middle stringer in accordance with Attachment B, see attachment for further packing instructions. All other pallets will be rejected. All shipments to the Army Publications and Distribution Centers must be palletized in accordance with Attachment D.

Bulk Deliveries/Shipments: Pack in shipping containers not to exceed 45 pounds when fully packed. Exceptions: Weight limitation of 45 pounds may be exceeded to comply with specifications when a specific quantity per shipping container is ordered; IRS containers must not exceed 32 pounds.

Mailed Shipments:

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

Packing List: Each shipment except envelopes/packages that are mailed, shall contain a packing list showing the following data:

- (1) name and address of consignor,
- (2) name and address of consignee,
- (3) requisition, program, print order, and GPO jacket numbers,
- (4) bill of lading number if any,

- (5) description of the material shipped, including:
 - (a) publication number and title, if applicable, and date,
 - (b) quantity per container and total quantity,
 - (c) total number of containers,
 - (d) total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet and in the case of truckload shipments be placed near the tailgate of the trailer.

LABELING AND MARKING:

Mark packages/containers by printing, stenciling, or labeling.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. IRS shipping container label must be used for IRS Print Orders.

Affix a label to each unit of mail mailed singly as self-mailers, and each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles and shipping containers.

On some orders, the contractor may be required to print labels on a color of paper other than white, or with a color of ink other than black, as indicated on the print order or packing sheet.

Some orders may require the contractor to include stock and control numbers on labels as indicated on the print order or packing sheet.

Bar Code Markings: Approximately 5% of the orders will require bar coding of up to 4 lines. These lines must be bar coded on shipping containers, labels and/or inner labels, using standard Uniform Symbology Specification (Code 39) bar code system, for noncontact reading, in accordance with ANSI/AIM BC1-1995, and positioned in accordance with Federal Standard 123.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>
12,000 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

A copy of the Government-furnished certificate must accompany the voucher sent to the U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. contractor's city all shipments sent under Government Bills of Lading or that mail. All other shipments deliver f.o.b. destination in accordance with Section VI. **SHIPPING CHARGES** in the "SCHEDULE OF PRICES".

Complete addresses and quantities will be furnished with the print orders.

The contractor is cautioned that the "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

When indicated on the print order, a single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. All shipping and mailing (except Government permit mail) must be traceable. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

Method of Shipment/Delivery:

The contractor shall ship by any reasonable method to insure prompt delivery at destinations. Shipments must be made direct to the destination stated in the specifications. Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:00 a.m. and 3:30 p.m., local time, on workdays. Shipments must be delivered as specified.

Return of Government Furnished Material:

The contractor must return all camera copy and/or negatives and/or electronic media furnished by the Government along with any negatives made by the contractor. These materials must be removed from the mask or flat, with all stripping material cleanly removed, packed flat and returned separate from the entire job via traceable means. The contractor must be able to produce a separate signed receipt for these materials.

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

All expenses incidental to picking up and returning materials, submitting proofs and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to the schedule established on the individual print order must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material shall be picked up from the U.S. Government Printing Office, 27 G Street, NW, Washington, DC 20401.

Schedule permitting and at contractor's option, furnished material will be mailed f.o.b. contractor's plant. Time consumed in mailing will be deducted from the production schedule.

Furnished material will be ready for pickup beginning May 1, 2009.

The ship/delivery date will be indicated on the print order and shall bind the contractor when the print order has been accepted.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and all products ordered f.o.b. contractor's city must be delivered to the Post Office or picked up by the carrier.

Evidence of shipment will suffice in lieu of actual delivery receipts for purposes of billing. Adjustments will be made, as necessary, if discrepancies between shipping and delivery receipts occur.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

Procurement under this solicitation will be divided into two categories as follows:

Category 1: Quantities up to and including 49,999 copies.

Category 2: Quantities of 50,000 or more copies.

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

Transportation charges are a factor in determining award.

An additional payment in accordance with Line Item VII (a). will be applied on orders placed for Quality Level III work. Percentages offered are additional to the basic prices offered for units of work. Premium payments will apply to all items except for Items II "PAPER", Item V. "PACKING AND SEALING FOR DISTRIBUTION" and Item VI. "SHIPPING CHARGES" in the "SCHEDULE OF PRICES".

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments sent under Government Bills of Lading, "Postage and Fees paid" labels and/or reimbursable Parcel Post or small package carrier. All other shipments will be billed according to Item VI. SHIPPING CHARGES under the Contract "SCHEDULE OF PRICES".

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size, up to the maximum trim size listed for each of the "Formats", as outlined in SECTION 2.- SPECIFICATIONS.

Fractional parts of 100 or 1,000 will be prorated at the per - 100 or 1,000 rate.

NOTE: Certain sequential numbers and/or letters have been intentionally omitted from the "SCHEDULE OF PRICES". All such omissions are to be disregarded.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

(Initials)

- I. **PRINTING AND CUTTING TO SIZE:** Prices must include the cost of platemaking, press makeready and running, printing, washup, and cutting to size. The cost of all required paper (including makeready and running spoilage) must be charged under Item II "PAPER". The cost of films, when required, must be charged under Item III. "FILMS".

"Format" groups shall be defined as follows:

Format "A": Up to and including 3-1/2 x 5-1/2".

Format "B": Over 3-1/2 x 5-1/2" up to and including 3-2/3 x 8-1/2".

Format "C": Over 3-2/3 x 8-1/2" up to and including 5-1/2 x 8-1/2".

Format "D": Over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11".

Format "E": Over 8-1/2 x 11" up to and including 8-1/2 x 14".

Format "F": Over 8-1/2 x 14" up to and including 11 x 17".

Format "G": Over 8-1/2 x 17" up to and including 8-1/2 x 22".

Format "H": Over 8-1/2 x 22" up to and including 8-1/2 x 33".

Format "I": Over 11 x 17" up to and including 11 x 25-1/2".

*All prices submitted with more than 3 decimal places in this section will be rounded off to 3 decimal places for award purposes only.

Price Per Cut Form:

CATEGORY 1 - For orders up to and including 49,999 copies:

One-color Forms --

	Format "A" (1)	Format "B" (2)	Format "C" (3)	Format "D" (4)	Format "E" (5)	Format "F" (6)	Format "G" (7)	Format "H" (8)	Format "I" (9)
1. Printed one side only:									
(a) Makeready and setup charge.....	\$	\$	\$	\$	\$	\$	\$	\$	\$
(b) Running, per 1,000 copies	\$	\$	\$	\$	\$	\$	\$	\$	\$
2. Printed two sides:									
(a) Makeready and setup charge.....	\$	\$	\$	\$	\$	\$	\$	\$	\$
(b) Running, per 1,000 copies	\$	\$	\$	\$	\$	\$	\$	\$	\$

(Initials)

Two-Color Forms

	Format "A" (1)	Format "B" (2)	Format "C" (3)	Format "D" (4)	Format "E" (5)	Format "F" (6)	Format "G" (7)	Format "H" (8)	Format "I" (9)
3. Printed one side only:									
(a) Makeready and setup charge.....	\$	\$	\$	\$	\$	\$	\$	\$	\$
(b) Running, per 1,000 copies	\$	\$	\$	\$	\$	\$	\$	\$	\$
4. Printed two sides:									
(a) Makeready and setup charge.....	\$	\$	\$	\$	\$	\$	\$	\$	\$
(b) Running, per 1,000 copies	\$	\$	\$	\$	\$	\$	\$	\$	\$

CATEGORY 2 - For orders of 50,000 or more copies:

One-Color Forms

	Format "A" (1)	Format "B" (2)	Format "C" (3)	Format "D" (4)	Format "E" (5)	Format "F" (6)	Format "G" (7)	Format "H" (8)	Format "I" (9)
1. Printed one side only:									
(a) Makeready and setup charge.....	\$	\$	\$	\$	\$	\$	\$	\$	\$
(b) Running, per 1,000 copies	\$	\$	\$	\$	\$	\$	\$	\$	\$
2. Printed two sides:									
(a) Makeready and setup charge.....	\$	\$	\$	\$	\$	\$	\$	\$	\$
(b) Running, per 1,000 copies	\$	\$	\$	\$	\$	\$	\$	\$	\$

Two-Color Forms

	Format "A" (1)	Format "B" (2)	Format "C" (3)	Format "D" (4)	Format "E" (5)	Format "F" (6)	Format "G" (7)	Format "H" (8)	Format "I" (9)
4. Printed one side only:									
(a) Makeready and setup charge.....	\$	\$	\$	\$	\$	\$	\$	\$	\$
(b) Running, per 1,000 copies	\$	\$	\$	\$	\$	\$	\$	\$	\$
5. Printed two sides:									
(a) Makeready and setup charge.....	\$	\$	\$	\$	\$	\$	\$	\$	\$
(b) Running, per 1,000 copies	\$	\$	\$	\$	\$	\$	\$	\$	\$

(Initials)

- II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of pounds of paper in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

The net number of pounds of paper shall be based on the maximum trim-size unit of the applicable "Format" group charged under Item I "PRINTING AND CUTTING TO SIZE" the basis weight of the specified paper and the net number of trim-size (flat) leaves required for each order.

*All prices submitted with more than 4 decimal places in this section will be rounded off to 4 decimal places for award purposes only.

<u>Stock</u>	<u>Basis Weight</u> Pounds per <u>500 sheets</u>	<u>Color of Paper</u>	
		<u>White</u> Per <u>1 pound</u> (1)	<u>Colored</u> Per <u>1 pound</u> (2)
(b) Writing	16.....	\$	\$
(c) Writing	20.....	\$	\$
(d) Bond	20.....	\$	\$ <u>XXX</u>
(g) Bond (25%)	20.....	\$	\$ <u>XXX</u>
(h) Vellum-Finish Cover	50.....	\$	\$
(i) Index	110.....	\$	\$
(l) Ledger.....	24.....	\$	\$
(m) Ledger.....	32.....	\$	\$
(n) *Ledger.....	44.....	\$	\$
(t) **Postal Card	89.....	\$	\$ <u>XXX</u>
(v) Offset Book	50.....	\$	\$ <u>XXX</u>
(w) Offset Book	60.....	\$	\$ <u>XXX</u>

*Index, basis weight 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", may be furnished, at contractor's option.

**White Tag, basis weight 125 lbs. per 500 sheets, 24 x 36", may be furnished, at contractor's option.

(Initials)

III. FILMS: One basic charge will be allowed for each 93.5 square inches page-size unit. The number of units in a particular form will be determined by dividing its trim size (for each printed side) expressed in square inches by 93.5 square inches, with any fractional remainder being counted as a whole.

One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

No charges will be allowed when films are furnished by the Government.

1. (d) Per 93.5 sq. in. page size unit
produced from **camera copy** per color/per unit..... \$ _____
- (e) Per 93.5 sq. in. page size unit
produced from **electronic file** per color/per unit..... \$ _____
4. Composite Dylux, or similar/digital proofs per page-size unit..... \$ _____
5. System Timework..... per hour..... \$ _____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as System Timework. Any charge made under System Timework must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item. III. 5.

IV. ADDITIONAL OPERATIONS: The prices offered for each of the following items must be all-inclusive for the performance of operations, that are additional to those specified under Item I. "PRINTING AND CUTTING TO SIZE" and must include the cost of all required materials and operations necessary, in accordance with these specifications.

*All prices submitted with more than 2 decimal places in this section will be rounded off to 2 decimal places for award purposes only. (Exceptions - Items 3, 7 and 8 have 3 decimal places).

1. Collating multiple forms into sets (with or without one or two wire stitches):
 - (a) Leaves up to and including 119 sq. in..... per 1,000 leaves..... \$ _____
 - (b) Leaves over 119 sq. in. per 1,000 leaves..... \$ _____
2. Padding (assembling leaves into pads, stacking, gum or gum/crash, and slicing pads apart):

<u>Up to and including</u> <u>100 leaves</u> (1)	<u>Over 100</u> <u>leaves</u> (2)
(a) With backboards per 100 pads \$ _____	\$ _____
3. Drilling (each run) per 1,000 leaves..... \$ _____
(Four holes will be the maximum for any one run.)
5. Folding (up to 4 folds)..... per 1,000 forms..... \$ _____

(Initials)

6. Perforating or scoring:

- (a) Makeready (each perforation or score) each line..... \$ _____
- (b) Running (maximum of 3 lines per run)..... per 1,000 forms..... \$ _____
A running charge will be allowed for each direction that perforation or scored lines are required.

7. Banding Standard Stuffers (See Attachment C) each band..... \$ _____

Up to 100 <u>Forms</u> (1)	Over 100, up to 500 <u>Forms</u> (2)	Over 500 <u>Forms</u> (3)
----------------------------------	---	---------------------------------

8. Shrink-film packaging:

- (a) Up to and including 94 sq. in. each package..... \$ _____ \$ _____ \$ _____
- (b) Over 94 sq. in. up to and including 187 sq. in.
..... each package \$ _____ \$ _____ \$ _____

Wrapping charges will be based on the folded size of all forms.

V. PACKING AND SEALING FOR DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of envelopes, cushioned shipping bags, shipping bundles, shipping containers, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

*All prices submitted with more than 2 decimal places in this section will be rounded off to 2 decimal places for award purposes only. (Exception - Item 2.(h) has 3 decimal places).

1. Bulk shipments (other than by mail):

- (b) Packing and sealing shipping containers (up to approximately 45 pounds capacity)..... each container..... \$ _____
- (c) Palletizing each pallet..... \$ _____

2. Mailed Shipments: (includes affixing labels and delivery to a post office.)

- (c) Quantities over 12 pounds, up to 24 pounds wrapped in shipping bundles, or packed in shipping containers, at contractors option (maximum gross weight 27 pounds) each bundle or container..... \$ _____
- (d) Quantities over 24 pounds, up to 36 pounds packed in shipping containers (maximum gross weight 40 pounds). each container..... \$ _____
- (e) Affixing furnished labels on single copies (self-mailer)..... per 100 labels..... \$ _____
- (g) Seal-O-Matic or similar sealing on single copies (1 or 2 tabs as required on print order) per 100 copies..... \$ _____

(Initials)

- | | <u>Makeready</u>
(1) | Per 100
Inner Package
<u>Labels</u>
(2) | Per
Carton
<u>Label</u>
(3) |
|--|-------------------------|--|--------------------------------------|
| (h) Bar code labels: Prices must include cost of creating, printing and labeling per order | \$ _____ | \$ _____ | \$ _____ |
| Note: No charge will be allowed for Item (h) if the bar code is furnished on the repro label. | | | |
| (i) Single copy in kraft envelopeeach envelope..... | | | \$ _____ |
| (j) Multiple copies in kraft envelope (up to 200 leaves).....each envelope..... | | | \$ _____ |
| (k) Multiple copies over 200 leaves, up to 12 pounds in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds) each bag or bundle..... | | | \$ _____ |

VI. **SHIPPING CHARGES:** The following charges cover the cost of shipping to destinations within each of the twelve zones (see Attachment A for map). The prices offered, as applicable, will be applied to the weight of the ordered quantity. No adjustment in the amount of shipping charges will be allowed because of over or under deliveries. Charges must be submitted in the order and manner requested; minimum charges will not be accepted.

Shipments of 120 pounds or less are to be made by reimbursable parcel post or small package carrier and must be traceable. Bidder must offer "a per cwt" charge for each Regional Area listed on page 22 for Columns A, B, and C. Fractional parts of cwt shipment will be prorated at the "per cwt" rate.

The Government may require premium methods such as Air Express, Air Freight, small parcel carrier or express mail. Government bills of lading may be furnished or the contractor may be required to prepay cost of shipping and his/her voucher for payment shall be adjusted accordingly.

The contract prices, plus the shipping charges offered, cover costs of delivery to all destinations within the various States and the District of Columbia, with the following exceptions:

When furnished Government bills of lading and/or "Postage and Fees Paid" labels are required for deliveries, the charges offered will not apply to any portion of an order so shipped.

When deliveries are subject to a charge (such as "Inside Delivery") pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher and will be paid for at actual cost.

When shipments by premium methods are ordered, the prices offered will be used to establish the sequence of award, but actual costs will be used for billing.

(Initials)

*All prices submitted with more than 2 decimal places in this section will be rounded off to 2 decimal places for award purposes only.

	Shipments over 120 lbs. but not Exceeding <u>1,000 lbs.</u> (A)	Shipments over 1,000 lbs. but not Exceeding <u>10,000 lbs.</u> (B)	Shipments Exceeding <u>10,000 lbs.</u> (C)	Shipped To Regional <u>Area</u>
(a) Cost per cwt.....	\$ _____	\$ _____	\$ _____	1
(b) Cost per cwt.....	\$ _____	\$ _____	\$ _____	2
(c) Cost per cwt.....	\$ _____	\$ _____	\$ _____	3
(d) Cost per cwt.....	\$ _____	\$ _____	\$ _____	4
(e) Cost per cwt.....	\$ _____	\$ _____	\$ _____	5
(f) Cost per cwt.....	\$ _____	\$ _____	\$ _____	6
(g) Cost per cwt.....	\$ _____	\$ _____	\$ _____	7
(h) Cost per cwt.....	\$ _____	\$ _____	\$ _____	8
(i) Cost per cwt.....	\$ _____	\$ _____	\$ _____	9
(j) Cost per cwt.....	\$ _____	\$ _____	\$ _____	10
(k) Cost per cwt.....	\$ _____	\$ _____	\$ _____	11
(l) Cost per cwt.....	\$ _____	\$ _____	\$ _____	12

Note: Failure to offer a shipping charge to any zone will eliminate a bidder from consideration for award of any order requiring delivery to a zone (or zones) for which shipping charges were not offered.

VII. Additional payment is applied on orders place for Quality Level III work.

(a) Percent up-charge for Quality Level III %

- ☐ I want to be offered work for Quality Levels III and IV.
- ☐ I want to be offered work for Quality Level IV only.

(Initials)

My production facilities are located within the assumed area of production yes _____ no _____

NOTICE: Bidder's OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material. _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product .. _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out all pages in "Section 4.- 'SCHEDULE OF PRICES'" relating to the category or categories for which bids are submitted, initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

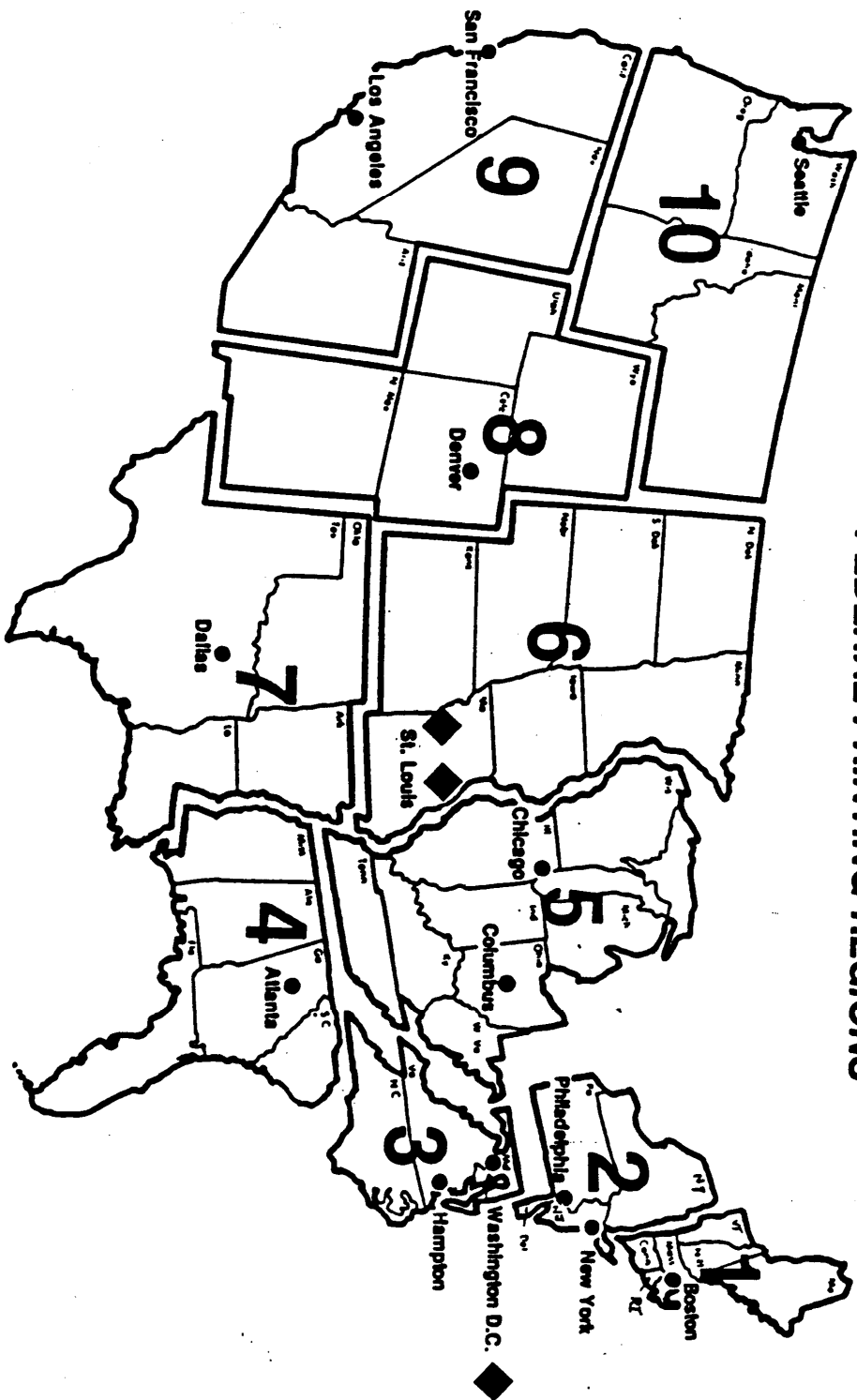
By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

FEDERAL PRINTING REGIONS



- ◆ Region 11 -- WASHINGTON, D.C. & BALTIMORE, MD (Commercial Zones)
- ◆◆ Region 12 -- ST. LOUIS, MO

BILLS OF LADING: Government or Commercial Bills of Lading will be furnished for all freight or express shipments. The Bills of Lading will have designated carriers that usually reflect special negotiated freight rates for IRS material. Contractor must ship to each destination by the designated carrier. Contractor may not change designated carrier unless authorized by IRS. In the event that a designated carrier cannot be utilized, contractor must immediately contact IRS Traffic Manager, Washington, D.C. at 202-566-6144 to obtain alternate carrier authorization. If the contractor utilizes a carrier other than the designated carrier without prior IRS authorization, contractor will be responsible for any additional shipping costs incurred. All unused Bills of Lading must be returned to IRS Traffic Manager, NOT to the GPO.

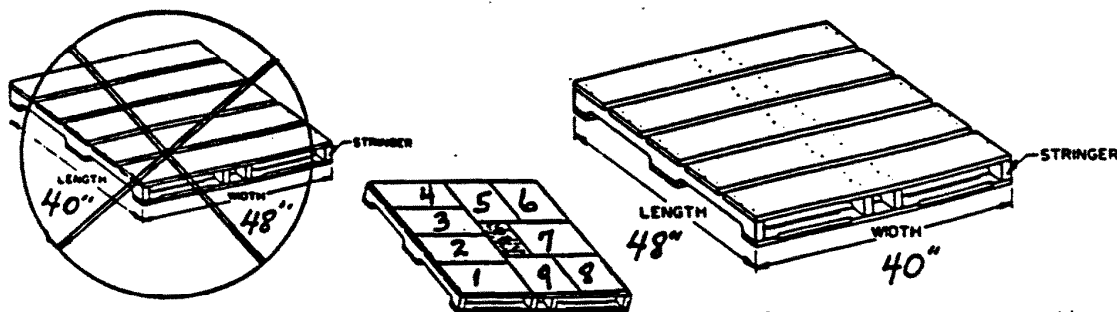
The contractor is responsible for ensuring that the date of receipt of shipment is accurately entered by the carrier's agent. All information on memorandum copies must be legible to be acceptable for use as confirmation of delivery. Vouchers for payment of printing must be accompanied by the certified signed off copy of the bill of lading and should contain all the information in the above instructions. The Memorandum Copy of the GBL or Contractor's Billing Copy of the IRS CBL is to be used as proof of shipment. Internal Revenue Service shipments are strictly on a prepaid basis. The contractor should not incur or pay any freight charges.

MULTIPLE TRUCKLOAD SHIPMENTS: Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor will be provided multiple GBLs for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload. Any extra GBLs should be returned to the IRS, NOT to the GPO.

REIMBURSABLE MAIL SHIPMENTS: All requirements covered by the preliminary distribution page on 2040-G list and/or column 1 and 2 of Form 2040-N when applicable must be sent by U.S. mail at the contractor's expense. The contractor will be reimbursed by the Government for postage paid. Shipments of 12 oz. or less are to be sent via first class mail. Shipments over 12 oz. should be sent via priority mail (each parcel must be marked "Priority Mail").

SMALL PARCEL SHIPMENTS: The contractor may be required to ship materials via United States Postal Service or small package express carrier. If United States Postal Service is used, camera copy for postage and fees paid labels will be furnished by IRS. If a small package express carrier is used IRS will furnish a computer manifest which will conform to the billing requirements of most such carriers. Use of this manifest should preclude the need for meters or worksheets. The shipper's number required by the United Parcel Service and some other small package carriers will be provided by IRS after the award of the contract. The contractor is required to tender all parcels listed on one manifest to the carrier on the same day. Immediately following shipment, a signed copy of the manifest should be sent to: Internal Revenue Service, Attn: PM:HR:F:P:P, Tax Forms Program Analyst, Room 1237, 1111 Constitution Ave., N.W., Washington, D.C. 20224.

PALLETS: EXCEPT FOR SIZE, pallets must conform with Federal Specifications NN-P-71C, and any amendments thereto as follows: Type III, Group 2 or 3, four way (partial) flush pallet, size L 48" x W 40". Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets.



PALLETIZING: Contractor will be required to furnish _____ pallets for bulk shipments to _____ destinations. Cartons shall be stacked on pallets using a reverse layer pattern with 63 cartons per pallet (eg. 9 cartons per layer, 7 layers high). Cartons must be fastened securely to the pallet in a manner that will prevent movement but will permit ready removal without damage to the cartons. There must be no more than one partial pallet per destination.

LABELING AND MARKING: ALL PACKAGES AND SHIPPING CARTONS MUST BE LABELED OR MARKED IN STRICT ACCORDANCE WITH THE PROVISIONS OF THESE SPECIFICATIONS. See Attachment No. 1. Labels must be reproduced the SAME SIZE as camera copy provided. Note: Office codes within an address must appear on carton label.

Correct labeling of shipping cartons in strict accordance with the requirements of these specifications is essential to the identification, distribution and warehousing activities of the ordering agency. If carton labels containing "Bar Codes" are used, the label must not have any wrinkles and the area on the label containing the "Bar Codes" MUST NOT be covered with any substance that would prevent the "Bar Codes" from being read.

PALLET LABELING: At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides of the load on the pallet.

Packaging Requirements for Standard IRS Stuffers

Standard Stuffers

The standard stuffer (8-1/2 x 3-2/3") shall be packed in bundles:

1. with all the inserts facing the same way;
2. with corrugated cardboard on the top and bottom; (the open sides will permit the user to determine the direction of the stuffers when preparing for use in the automated equipment);

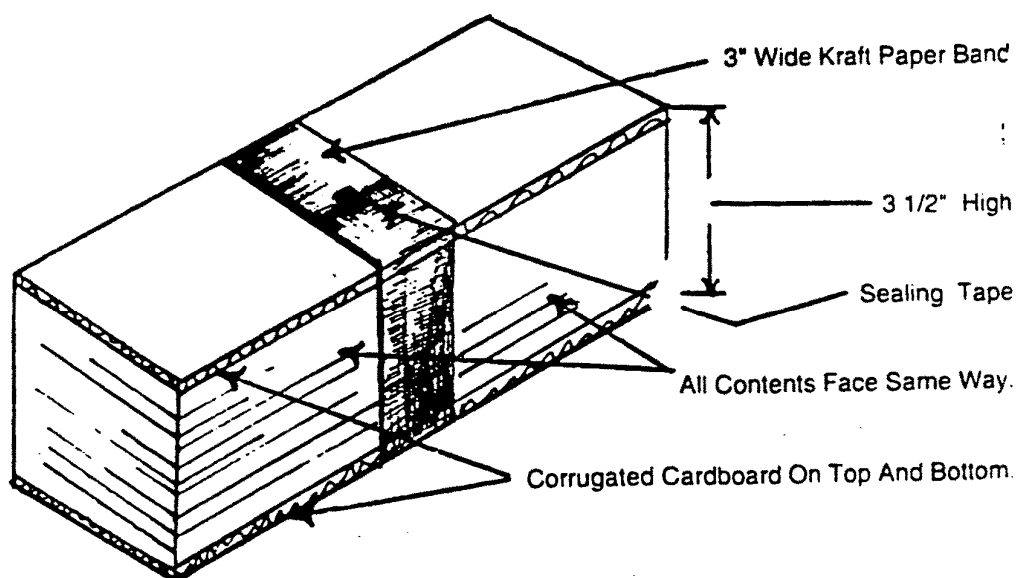
Specifications for corrugated cardboard: Corrugated mailing board, 900 x 1145 mm (35 x 45 inches), plus or minus 3 mm (1/8 inch), double faced, kraft or chip. Bursting strength, average, not less than 420 kPa (60 lb/in²); thickness of corrugating medium, average, 0.3 mm (0.009 inch); nominal thickness of finished board, 3mm (1/8 inch). Cut corrugated cardboard with "rib" long to better enforce packaging.

3. no higher than three and one-half inches (3-1/2") tall (after being compressed for banding);
4. banded in the center of the stack with plain kraft paper (non-adhesive) three inches (3") wide;
5. with the kraft band secured with some type of adhesive or tape that does not come in contact with the stuffers in any way;
6. packed securely in cartons to avoid shifting.

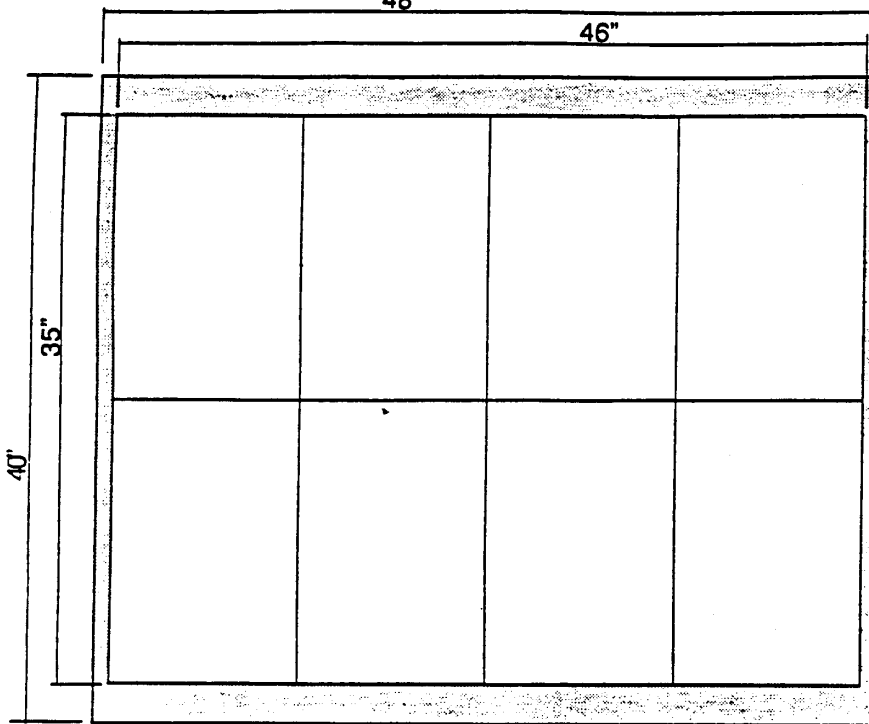
Note: Do NOT use shrink wrap, plastic wrap, or enclose the stuffer bundles in any way.

To facilitate carton packing, three to five individually banded bundles may be wrapped together with a one layer band of three inch (3") plain kraft paper, secured in the same way as the individual bundles.

A graphic showing the correct appearance of a finished bundle appears below.

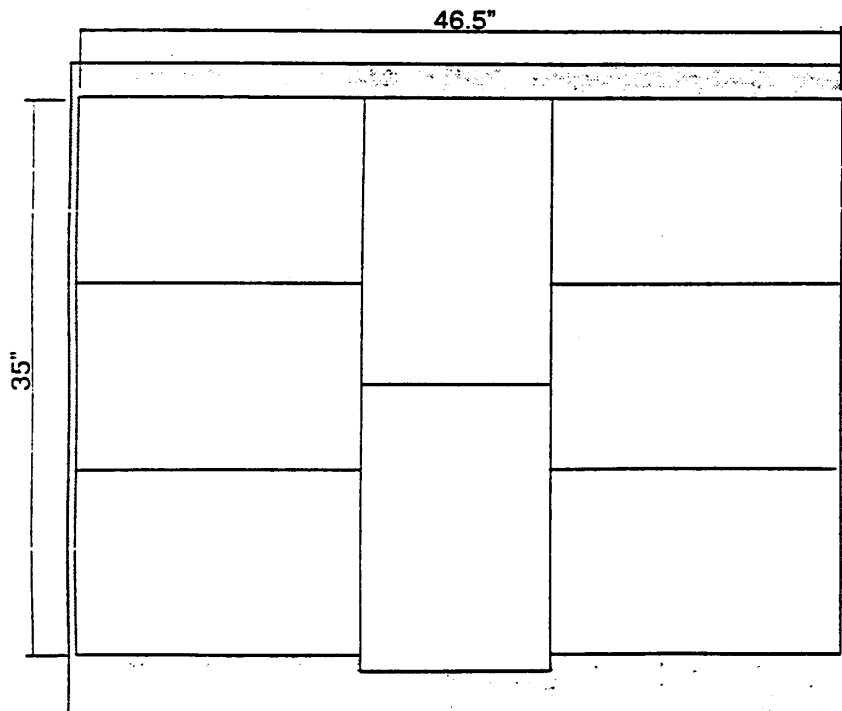


PALLET REQUIREMENTS
5 TIERS PER PALLET
8 CARTONS (11.5" x 17.5") PER LAYER



FIRST TIER

Bulk shipments to the U.S. Army Publications and Distribution Centers must be palletized with the voids to the outside dimensions of the pallet. A minimum of a 3/4" void must be on the outside dimensions of the pallets.



ALTERNATING TIER